



# RN

**Orchard Manor is recruiting for a Registered Nurse.** Duties include: Participate in planning, implementing, and supervising total resident care on assigned units; exercise professional judgment and perform in accordance with Orchard Manor Administrative and Nursing Department policies and procedures and established professional nursing standards; supervise and evaluate subordinate staff in the exercise of their duties; function as the Employee Health Nurse in emergency situations.

**Minimum Qualifications:** Graduate from any approved school of professional nursing; current licensure in Wisconsin or eligible to write the Wisconsin State Board exam; record of continuing participation in program for personal and professional growth; may be a beginning experience; previous experience as a professional nurse and academic degree will be considered at time of employment.

## Openings:

- Benefit positions are available
- Non-benefit positions are available if interested in only working every other weekend

**How to Apply:** An [Orchard Manor Employment Application](http://www.co.grant.wi.gov) and [job description](#) may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or by contacting Orchard Manor Employee Services (608)723-2113. **Letter of interest and Orchard Manor Application are required.** Application will be accepted until position is filled. Send letter of interest and application to:

**Employee Services**  
**Orchard Manor**  
8800 Hwy 61  
Lancaster, WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** Staff/Charge Nurse

**DEPARTMENT/ AGENCY:** Orchard Manor

**IMMEDIATE SUPERVISOR:** Nurse Manager

**PAY RANGE:** Schedule 1; Grade E

**FLSA:** Not Exempt

### **NATURE OF WORK**

Under the leadership of the Nurse Manager, the Staff/Charge Nurse participates in planning, implementing, and supervising total resident care on assigned units. Exercises professional judgment and performs in accordance with Orchard Manor Administrative and Nursing Department policies and procedures and established professional nursing standards. Supervises and evaluates subordinate staff in the exercise of their duties. Function as the Employee Health Nurse in emergency situations.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

1. Graduate from any approved school of professional nursing.
2. Current licensure in Wisconsin or eligible to write the Wisconsin State Board exam.
3. Record of continuing participation in program for personal and professional growth.

#### **Experience:**

1. May be a beginning experience.
2. Previous experience as a professional nurse and academic degree will be considered at time of employment.

#### **Knowledge, Skills and Abilities:**

1. Ability to organize and effectively direct nursing personnel.
2. Social and communication skills essential to establish leadership and obtain cooperation; intradepartmental coordination requires good grasp of total operation.

### **ESSENTIAL FUNCTIONS**

1. Performs assessment of residents; identifies needs; formulates nursing care plan based on the assessment and physician's treatment plan; implements and directs care in conjunction with other nursing personnel; evaluates resident's responses to care and treatment and revises care plan accordingly.
2. Attends Total Plan of Care (TPOC) or Individual Program Plan (IPP) conferences when assigned. Collaborates with other professional departments in the formulation of the Total Plan of Care (TPOC) or Individual Program Plan (IPP).
3. Keeps accurate documentation of care, resident response, and change in condition; reports significant changes to the Nurse Manager and physician.
4. Is responsible for knowing the physical plan of the institution, such as, the location of therapeutic, diagnostic and emergency equipment. Knows emergency, fire, and disaster procedures.
5. Performs admission and discharge procedures as dictated in policy and state code. Makes appropriate documentation in medical record and identifies resident problems in care plan.
6. Maintains the confidentiality of all resident information.
7. Provides continuity of care to the resident by following care plan and programs and techniques established in other therapy departments.
8. Prepares, administers, and documents medications and treatments; documents therapeutic and adverse reactions to medications/treatments.
9. Assumes responsibility for own professional growth and development through self-study and

attendance at appropriate educational programs within and outside the institution. Helps with inservice programs.

10. Will maintain current knowledge of professional nursing practice and emergency technique.
11. Promotes and maintains a safe environment conducive to the physical, spiritual, and emotional well-being of the resident.
12. Orients and instructs new residents and relatives on routine health care procedures and on services available in the nursing home.
13. Gives resident care instructions; interprets and demonstrates care procedures and treatments to other nursing personnel assigned.
14. Informs the Nurse Manager of any problems or needs of the unit's physical environment, supplies, and/or equipment.
15. Observes and enforces the observance of the policies, procedures, and regulations of the Nursing Department. Participates in Nursing Department Committee Assignments.
16. Keeps work area neat and orderly.
17. Assists in the training and inservicing of nursing personnel as requested by and under the direction of the Director of Nursing.
18. Participates in staff development programs sponsored by Orchard Manor and the inservice programs of Nursing Service.
19. Teaches and performs ADL activities as needed: bathing, dressing, toileting, etc.
20. Evaluates assigned nursing personnel within one month of scheduled evaluation time. Treats all employees fairly. States goals clearly for next evaluation.
21. Performs related duties as assigned or observed as necessary.

### **SUPERVISION RECEIVED**

Under the direction of the Nurse Manager

### **SUPERVISION EXERCISED**

Supervises nursing assistants, LPN's, and other subordinate staff

### **ENVIRONMENTAL FACTORS**

**WORK SETTING AND ENVIRONMENT:** Indoors, climate controlled setting; may work in humid conditions when needed

**EQUIPMENT USED:** Electronic thermometer; med cart; hoist lifts, Stryker lifts; wheelchairs, geri-chairs; oxygen containers; along with other equipment pertinent to the completion of job duties.

### **Strength:**

1. Able to frequently transfer, lift, turn or assist a resident to or from bed, wheelchair, hoist lift, toilets, tubs, and showers. This requires the ability to push, pull, and lift from approximately 25-75 pounds unassisted.
2. Push/pull residents weighing up to 400 pounds in wheelchairs and geri-chairs, with assistance of either staff or assistance devices as determined by nurse and or protocol. Reposition residents weighing up to 400 pounds, with assistance, in chairs and in bed to assist with treatments, hygiene, and comfort needs.

### **Mobility:**

1. Stand or walk up to 80% of up to a 12 hour day to provide resident assessment, care and assistance.
2. Able to stoop, bend, twist, and squat to reach lower drawer of med carts, reach resident items, and adjust bed mechanisms.
3. Occasionally reach overhead to obtain supplies and medications.
4. Able to deal with combative residents safely.

### **Manual Dexterity:**

1. Able to use hands and arms to carry trays, position residents, take pulses, and temperatures, adjust bathtub temperature and use other equipment listed.

2. Simple manipulative skills are required to consistently manipulate wheelchairs through doorways, med carts, moving linen carts, etc.
3. Arm/hand steadiness necessary for measuring and administering medications.

**Speech:**

Able to speak and understand English to communicate with residents and co-workers

**Sensory Requirements:**

1. Able to see objects 30 feet for identification of residents, call lights and unusual occurrences on unit.
2. Able to see objects close to read care plans, thermometers, and observe changes in resident's condition.
3. Able to hear and distinguish normal sounds with background noise ranging from conversational levels to high pitched sounding alarms. Distinguish sounds via stethoscopes, respiratory status of resident and interpret low voice levels.

**Cognitive Requirements:**

1. Ability to concentrate on moderate and/or fine detail with frequent interruptions.
2. Attention span ranging from 10-60 minutes to perform minimal to fine detailed tasks related to nursing function.
3. Ability to comprehend oral and written instruction, complex directions and specific ideas behind actions.
4. Able to follow, complete and remember verbal and written messages, information and task assignments for long periods of time.
5. Able to read, write, and communicate in English to develop, and follow written plan of care, check medications for accuracy and follow doctors orders.

**EMPLOYEE RESPONSIBILITY IN AN EMERGENCY:**

Expected to respond to emergency situations involving the safety to residents, other employees and the facility. This includes the ability to assist with a possible evacuation of residents. Must participate in O.M. emergency plan as assigned.

**CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

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